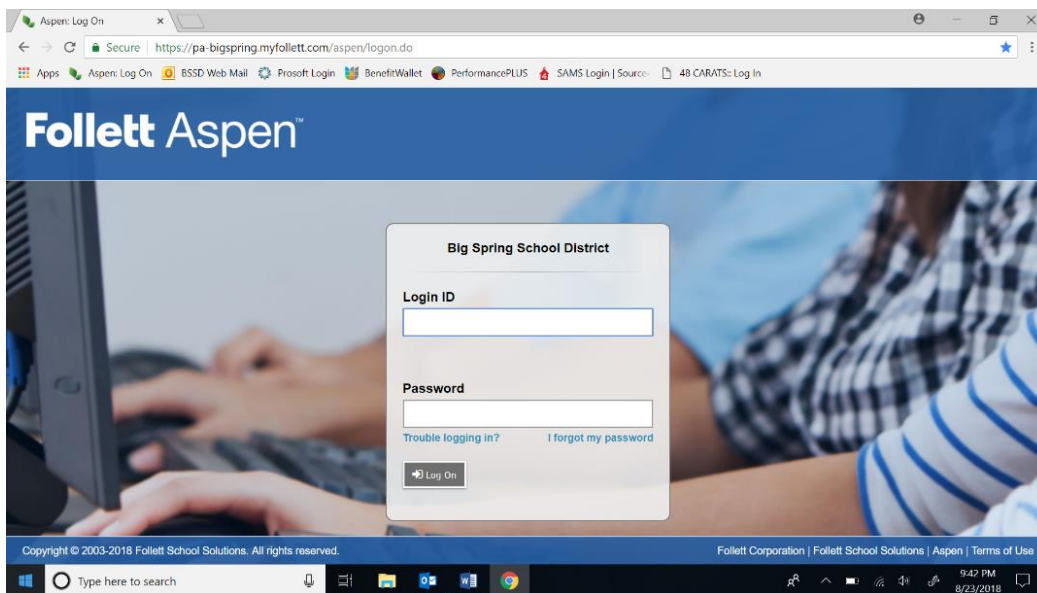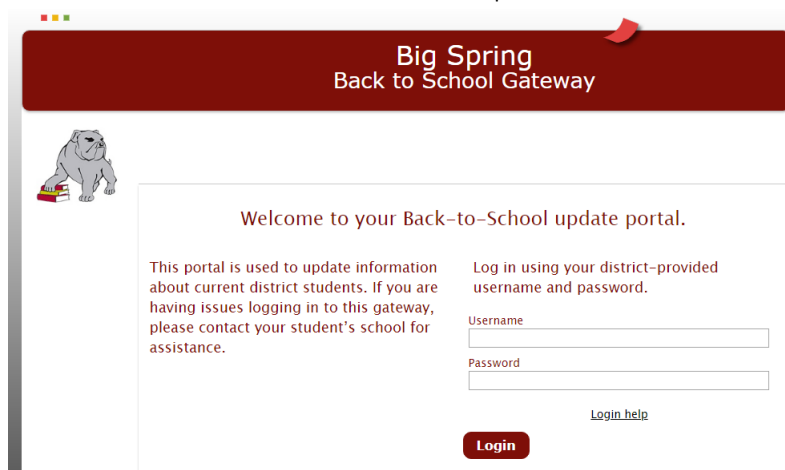# Big Spring School District Student Emergency Information Update

Parents/Guardians should log-on to the Aspen Parent Portal to complete updates to student emergency contact information and to review annual district notifications and important documents. The log-in for Aspen is https://pa-bigspring.myfollett.com/aspen/logon.do

From the Aspen Parent Portal, the link to the Back to School Gateway system can be found on the Pages Tab under Announcements. The username for the Back to School Gateway will be the student ID number which can be located by clicking on the Family Tab and the student name. The 6-digit local identifier is the student ID number. The password will be the student date of birth. The date of birth must be entered as a 2-digit month, 2-digit day, and 4 digit year and should include the /. For example: 01/01/1995

To delete an existing contact or replace an emergency contact, an Information Change Form should be completed and returned to the District Office, 45 Mt. Rock Road, Newville or can be faxed to (717) 776-4428 or e-mailed to shoover@bigspring.k12.pa.us.

To update an address for a biological parent or guardian, an Address Change Form should be completed and must include Proof of Residency and be returned to the District Office, 45 Mt. Rock Road, Newville or faxed to (717) 776-4428 or e-mailed to shoover@bigspring.k12.pa.us.